

### Clerk & Recorder/Surveyor

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#### Department Overview

The Clerk & Recorder is an Elected Official serving for four year terms. The position was consolidated with the County Surveyor so the Elected position is officially the County Clerk & Recorder / Surveyor. The Department is a part of the General Fund with a major portion of funding for the department coming from Fees collected as allowed by state law.

The Clerk & Recorder is responsible for three activities.

- Accounting which deals with the maintenance, tracking and reporting of the county financial records, statements and the Annual Financial Report;
- Election activities dealing with all state, county, municipal, special district and special elections in the County;
- Document Recording and Indexing entails the maintenance of public records pertinent to lands;

In addition the Clerk & Recorder is the Clerk to the Board of County Commissioners.

The Surveyor portion of the Clerk & Recorder's job does not include staff positions specifically identified. A stipend for the Surveyor duties was added to the Clerk & Recorder's base salary.

The Clerk & Recorder acts as the County Election Administrator. State Law was amended to allow for additional compensation be paid to those Clerk & Recorder's who act at the Election

Administrator. The County approved payment of this stipend effective in October of 2005 per state law.

Records Preservation is a separate fund established by state law funded through a fee charged for documents filed with the Clerk & Recorder. This fund is an integral portion of the Clerk & Recorder's ability to maintain and protect the important documents on file within the office. Without this funding source the ability to enhance records storage through digital / CD or other method would be delayed and may have to be stopped because of lack of funding.

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#### Department Goals

- See Activity pages for specific goals
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#### Recent Accomplishments

- See Activity pages for specific goals

# GENERAL GOVERNMENT

## Clerk & Recorder/Surveyor

### Department Budget

Object of Expenditure	Actual FY 2004	Budget FY 2005	Actual FY 2005	Request FY 2006	Preliminary FY 2006	Final FY 2006
Personnel	\$ 575,599	\$ 679,555	\$ 633,661	\$ 661,770	\$ 683,613	\$ 706,531
Operations	336,601	579,350	288,061	605,420	592,185	592,185
Debt Service	-	-	-	-	-	-
Capital Outlay	242,666	562,125	67,403	673,625	651,125	636,001
Transfers Out	-	-	-	-	-	-
<b>Total</b>	<b>\$ 1,154,866</b>	<b>\$ 1,821,030</b>	<b>\$ 989,125</b>	<b>\$ 1,940,815</b>	<b>\$ 1,926,923</b>	<b>\$ 1,934,717</b>

### Budget by Fund Group

General Fund	\$ 1,028,566	\$ 1,218,509	\$ 862,825	\$ 1,287,874	\$ 1,249,647	\$ 1,290,065
Special Revenue Funds	126,300	602,521	126,300	652,941	677,276	644,652
Debt Service Funds	-	-	-	-	-	-
Capital Project Funds	-	-	-	-	-	-
Enterprise Funds	-	-	-	-	-	-
Internal Service Funds	-	-	-	-	-	-
Trust & Agency Funds	-	-	-	-	-	-
<b>Total</b>	<b>\$ 1,154,866</b>	<b>\$ 1,821,030</b>	<b>\$ 989,125</b>	<b>\$ 1,940,815</b>	<b>\$ 1,926,923</b>	<b>\$ 1,934,717</b>

### Funding Sources

Tax Revenues	\$ 94,321	\$ (7,864)	\$ (17,137)	\$ 166,175	\$ 140,506	\$ 155,062
Non-Tax Revenues	1,065,227	1,828,503	1,005,411	1,135,698	1,101,755	1,104,980
Cash Reappropriated	(4,682)	391	851	638,942	684,662	674,675
<b>Total</b>	<b>\$ 1,154,866</b>	<b>\$ 1,821,030</b>	<b>\$ 989,125</b>	<b>\$ 1,940,815</b>	<b>\$ 1,926,923</b>	<b>\$ 1,934,717</b>

### Department Personnel

#### Personnel Summary

No	FT/PT	Title	FTE
		See Individual Activity Personnel Summary	
Total Program FTE			0.00